

LICENSE REQUIREMENTS

- Independent contractors are responsible for making sure that all subcontractors working on their job site possess the required licenses including a Town of Hilton Head Island **Business License**.
- The Contractor must furnish the Department of Building and Fire Codes with a list of subcontractors when making application for a building permit. If the subcontractor (s) or craftsmen are not known at the time of the application, the contractor must furnish the list to the Department prior to the performance of work on the job by the subcontractor or craftsman.
- The list must include the name, business license number and residential specialty contractor's registration number if applicable for each subcontractor. This requirement also applies to individuals such as craftsmen or artisans not regularly employed by the contractor but who are performing work on the job.
- Subcontractors are licensed on the same basis as general or independent contractors for the same job. No deductions shall be made by a general or independent contractor for value of work performed by a subcontractor.
- **In no case will a Permanent Service Inspection be processed until a completed subcontractor roster is submitted.**

Should the contractor allow a subcontractor or craftsman to begin work on a job without a business license, the contractor shall be subject to a suspension of his business license in accordance with Section 10-1-150 of the Code of Ordinances.

I, the undersigned, have read and understand the above statement.

Contractor

Signature